

Arlanza Public Library

Computer Lab

In partnership with



**Don't get
caught by
surprise!**



**It's a big world
out there! Having
the basic skills to
navigate through
it is your key to
success!**

**Free 9 week course offering basic Microsoft, Excel,
& PowerPoint knowledge!**

Tuesday 7/9/2013 - 9/3/2013 4:30PM-6:30PM

- ♦ Learn how to use Microsoft, Excel, PowerPoint to either expand your skills or start from square one.
- ♦ Make yourself more marketable by learning these important job skills.
- ♦ Learn all the tricks & techniques in using these programs.
- ♦ Receive a certification of completion to add to your career portfolio.
- ♦ This course is taught by certified Microsoft trained professionals.
- ♦ Value of \$360.00 but offered to you FREE!